

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

## **District Personnel Manual Issuance System**

**DPM Bulletin No. 12-237**

This bulletin should be filed behind  
the divider for Part III of DPM  
Chapter(s) **12**

**SUBJECT:** Liberal ("Unscheduled") Leave Policy in  
Effect for **Monday, December 24, 2007**

**Date:** December 14, 2007

### **This District Personnel Manual (DPM) Bulletin:**

- ✓ **Informs District government agencies and employees under the personnel authority of the Mayor of the *LIBERAL LEAVE* policy in effect on Monday, December 24, 2007.**

#### **Authority**

D.C. Official Code § 1-612.01 *et seq.* (2006) (Repl.); and Section 1272 – *Declared Emergencies—Late Arrival or Unscheduled Leave Policy*, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

#### **Liberal ("Unscheduled") Leave Policy, Monday, December 24, 2007**

The above-referenced liberal (unscheduled) leave provisions are in effect on **Monday, December 24, 2007**:

- A liberal leave policy allows a *non-emergency employee* to request unscheduled annual leave, exempt time off (ETO), leave without pay (LWOP), or use previously earned compensatory time off or ETO, without prior approval of his or her supervisor and without having to provide detailed justification for the absence.
- A *non-emergency employee* must inform his or her supervisor of the intent to take unscheduled leave on **Monday, December 24, 2007**; however, normal requirements for advanced notification to supervisors are suspended when a liberal leave policy is in effect.
- An employee who does not report for duty on **Monday, December 24, 2007** will be charged the appropriate leave for the entire workday. Nothing in this bulletin shall be

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

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**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

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interpreted as allowing the “docking” of pay of an employee occupying a position designated as exempt from the Fair Labor Standards Act (FLSA) (“*FLSA-exempt*”) for less than a full day. If a *FLSA-exempt* employee does not have sufficient accrued annual leave to cover his or her absence from work on **Monday, December 24, 2007** for a period of less than 8 hours, the employee must be paid for the full day (i.e., if the employee reports to work at 11:00 a.m. instead of 8:00 a.m.). Deducting pay from FLSA-exempt employees for absences of less than 1 full day is illegal.

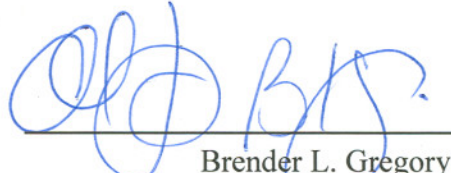
- Employees designated as “*emergency employees*”<sup>1</sup> will be required to report to their duty station on time and as scheduled on **Monday, December 24, 2007**.

### **Responsibilities**

Department and agency heads or their designees have the responsibility to ensure that agency employees are informed of the provisions in this DPM bulletin, and that time and labor records are properly completed.

### **Collective Bargaining Agreements**

The provisions of a collective bargaining agreement, for employees covered thereby, will take precedence over the provisions of this bulletin, to the extent that there is a difference.

  
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Brender L. Gregory  
Director

<sup>1</sup> Please refer to DPM Instruction No. 12-32, “*Guidelines for the Designation of Agency Employees as “Emergency Employees,”*” dated December 7, 2007.